

Youth Opportunity – Transitional Employment Program

Community Service Learning Level

(Work Readiness Level)

Description

The Community Service Learning level is targeted to youths with little or no employment history and those that need to develop life skills. This level may be appropriate for youth that are coming out of substance abuse treatment facilities or residential/correctional facilities or for 14-15 year olds that have little work history and find it hard to obtain private sector employment because of age restrictions. Community Service Learning level provides participants with short-term, community-based, team oriented stipended activity. The program helps to develop the essential work habits needed to join the workforce (i.e. punctuality, positive attitude, dressing appropriately, accepting constructive criticism). Youth participants also receive computer training and youth development workshops as part of this level. The Community Service Learning level gives youth the opportunity to understand employer expectations. It will be approximately one month long (19 project days). Each month would center on a theme (i.e. courage, power, pride, or peace). Activities to be performed in that month will relate to the theme.

Criteria

- Member of the Youth Opportunity program, ages 17-21
- Little or no work history, less than six months at a job
- Motivated/willing to work

* The member could also be a recovering substance abuser and/or have been recently released from a residential/correctional facility.

Staffing Structure

Program Coordinator: Supervises, manages, and staffs the Community Service Learning and Sponsored Job levels in the Transitional Employment Program. The person in this role will design a curriculum that engages members, provides service to community based organizations, and challenges the members' employability skills. Coordinates staff training for the Community Service Learning and Sponsored Job levels and ensures all on-going job readiness workshops are properly staffed. Facilitates in the transition of members and staff from the Community Service Learning level to the Sponsored Job level.

Community Resource Coordinator: Builds and maintains relationships with community based organizations for Community Service Learning projects, sponsored jobs, job shadows, and internships. Facilitates with the design of the Community Service Learning projects. Participates in team member activities at community based organizations facilities. Reviews and approves proposals submitted from community based organizations requesting to sponsor an employment opportunity. Serves as a liaison between Career Specialists and community based organizations. Collects timesheets from supervisors at each level and distributes members' checks to supervisors.

Career Specialist: Assess the members' employability skills at each level. Assist members with completing the Job Readiness Training Portfolios in the Community Services Learning level. Conducts on-going job readiness workshops for members at each level of the Transitional Employment Program. Participates in member's orientation at the community based organization in the Sponsored Job level, in

order for both supervisor and member to be aware of expectations, duties, and responsibilities. Conducts 1st and 2nd reviews with the Work Based Learning Plan to assess a member's work readiness level, set goals, and encourage positive skill gain.

Outreach Workers as Rotating Project/Team Leaders: Outreach Workers will rotate monthly to lead youth from the beginning to the end of Community Service Learning projects. Calculate daily points for members. Distribute warnings to members for lack of performance. Conduct case conferencing for members who are in danger of not completing the program. De-brief daily with those members on probation for poor performance. Participate in case conferences with Case Managers and Career Specialists to assess members performances at the Community Service Learning level.

Assistant Team Leaders: These will be members that came close to completing the Community Service Learning level. The members are being challenged to gain employability and life skills through increase responsibilities. They will assist team leaders in the planning and implementation of the next Community Service Learning level projects. They will also assist in leading youth in the completion of projects.

Requirements

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- Attend Monday through Friday, 9a.m. – 1p.m.; minimum 85% attendance
 - Community Service (Hours completed, i.e. 5 hrs/wk @ food bank)
 - Community Mapping (ex: Scavenger Hunt)
 - JRT Portfolio
 - sample job application
 - sample cover letter
 - resume
 - references
 - sample thank you letter
 - interview assessment sheet

Point System

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- Points to be calculated daily by Team Leader.
 - Points will be distributed to members at daily de-brief or listed on attendance sign-in sheet.
 - If a team member reports to program without uniform, he/she is sent back home to get uniform and is marked late.
 - If team member does not return within an hour, he/she is marked absent.

➤ Attendance	2
➤ Punctuality	2
➤ Participation in activities	2
➤ Attitude	2
➤ Journal	<u>2</u>
❖ Total Possible Daily Points	10

Stipend

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- Members should understand that they receive a weekly stipend, according to the performance points accumulated, and a T-pass.

- Money earned through the point system will be matched by program and distributed in a lump sum at the end of the program. Members will be encouraged to open a bank account, at that time.

Attendance & Punctuality Policy

- Three absences allowed throughout the duration of program.
- Late is Late
- Two lates = One absence

Drug Policy

Members will follow a **no tolerance** drug policy, while in the Community Service Learning level. If a Team Leader believes a member is under the influence of drugs and/or alcohol, the member will be terminated from the level. At the discretion of the Program Coordinator, the member will be eligible to participate in the Community Service Learning level in a subsequent session.

Warning System

The goal of incorporating a warning system is to promote positive re-enforcement and use it as a retention strategy.

- 1st warning = Verbal
- 2nd warning = Written & Case Conferencing with Case Manager/Team Member/Team Leader
- 3rd warning = Case conferencing with Case Manager/Team Member/Team Leader; probation, and individual daily de-briefing session with Team Leader

Exit Survey

The member will use this tool to assess the program services. The Team Leader and Case Manager will use this to assess the member's gain and present the next steps.

Next Steps

At the completion of the Community Service Learning level, members meet with their Case Manager, Team Leader, and Career Specialist to transition onto the Sponsored Job level.

If a member is close to successful completion of the Community Service Learning Level, the member may do the following:

- Receive a week unpaid off.
- Volunteer at a community service provider for one week.
- Join the Community Service Learning level planning team and assist in the designing and implementation of the next cycle of Community Service Learning level projects. A stipend will be received for this service.
- Participate in the Community Service Learning level as an *Assistant Team Leader* and receive a stipend for these services.